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Introduction to this User Guide

This guide supports users of the Assessment Viewing Application (AVA), a secure online system that allows authorized users to view the Smarter Balanced Interim Assessment Blocks (IABs) and the Interim Comprehensive Assessments (ICAs) for administrative or instructional purposes. This system is only for viewing assessments and does not provide scores or answer keys. The introduction of the guide describes the contents of this document, and includes a key for identifying icons and elements found throughout.

User Guide Content

This user guide provides information about the following sections:

- **Logging in to AVA** explains how to access AVA.
- **Accessing Tests** explains how to select a test to review.
- **Understanding AVA** describes the layout of AVA.
- **General Test Rules and Navigation** explains how to navigate the test.

Document Conventions

Table 1 lists typographical conventions and key symbols that appear throughout this document.

Table 1. Key Elements and Descriptions

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="note.png" alt="Note" /></td>
<td><strong>Note:</strong> This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td>Bold text is used to indicate a link or button that is clickable.</td>
</tr>
<tr>
<td><strong>Page</strong></td>
<td>Bold and italics text is used to indicate the name of a system page.</td>
</tr>
</tbody>
</table>
Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the [System Requirements for Online Testing](#).

- For information about student and user management see the [Test Information Distribution Engine (TIDE) User Guide](#).

- For information about administering online tests via the TA Interface, see the [Test Administrator (TA) User Guide](#).

- For information about scoring hand-scored questions, see the [Teacher Hand Scoring System (THSS) User Guide](#).

- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the [Technical Specifications Manual for Online Testing](#).

- For information about installing secure browsers, see the [Secure Browser Installation Manual](#).

These resources are available on the Connecticut Comprehensive Assessment Program portal ([https://ct.portal.airast.org/](https://ct.portal.airast.org/)).

About Testing Policies and Procedures

This document describes the features and functions of the Assessment Viewing Application. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the [Smarter Balanced Interim Assessment Test Administration Manual](#) available on the Connecticut Comprehensive Assessment Program portal ([https://ct.portal.airast.org/resources/test-administration/](https://ct.portal.airast.org/resources/test-administration/)).
About System Login Credentials

Your login information includes the email address associated with your account in the Test Information Distribution Engine (TIDE). When you are added to TIDE, you receive an email containing a temporary link to the **Reset Your Password** page. To activate your TIDE account and establish access to all Connecticut Comprehensive Assessment Program secure online systems, you must set up your password and set a security question **within 15 minutes** of receiving this email.

- **If your temporary link expired or if you forgot your password:**

  On the TIDE login page, click the **Forgot Your Password?** link and then enter your email address in the **Email Address** field. You will receive an email (from AIRAST-DoNotReply@airast.org) that contains a new link to reset your password. This link must be accessed within 15 minutes of receiving the email or you will need to restart the password reset process.

- **If you did not receive an email containing a temporary link:**

  Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

  If you are unable to log in, contact the Connecticut Comprehensive Assessment Program Help Desk for assistance. You must provide your name and email address. Contact information is available in the **User Support** section of this user guide.
Section I. Logging in to AVA

Authorized users can access the Assessment Viewing Application (AVA) via the Connecticut Comprehensive Assessment Program portal.


2. Click on the Smarter Balanced Assessment program card.

3. Click on the Assessment Viewing Application card. The login page appears.

4. Enter the email address and password associated with your TIDE account.

5. Click Secure Login. The Is This the Student? page appears.
Section II. Accessing Tests

This section explains how to select tests to review in AVA.

Step 1 – Choosing a Test Grade

On the Is This the Student? page, you select the grade level of the test that you wish to review.

Figure 4. Is This the Student? Page

To select a grade:

1. From the Student Grade Level drop-down list, select the required grade level.

2. Click Next. The Tasks for This Student page appears.
Step 2 – Selecting the Test

The **Tasks for This Student** page displays the tests available for the selected grade level.

![Tasks for This Student Page](image)

**Figure 5. Tasks for This Student Page**

To select an available test:

- Click the required test name. The **Choose a Task** page for that test appears.
Step 3 – Choosing a Task

The *Choose a Task* page displays one or more test forms, as well as the session ID that automatically generates after you select a test.

![Choose a Task Page](image)

*Figure 6. Choose a Task Page*

To select a test form:

1. Select the appropriate test form from the Tasks drop-down list.

2. Click **Next**. If the test includes audio content, the *Audio Playback Check* page appears. If not, the first test page appears.
Step 4 – Audio Playback Check

1. The **Audio Playback Check** page allows you to verify the functionality of any audio content that the test may include. Be sure to unmute the speakers on your device, if necessary.

   ![Audio Playback Check Page](image)

   **Figure 7. Audio Playback Check Page**

   To perform the audio playback check:

   1. Click 🎧 to play the sample audio.

   2. If you hear the sample audio, click **I heard the sound**. The first test page appears. If you do not hear the sound, click **I did not hear the sound**. The **Sound Check: Audio Problem** page appears, giving you the option to try again or log out. Please consult your technology coordinator to troubleshoot any audio issues.
Section III. Understanding AVA

Figure 8 displays a sample test page. Some pages may have only one item, and others may have multiple items. Questions may also be associated with a stimulus, such as a reading passage or video.

![Figure 8. Sample Test Page](image)

Test Tools

There are several on-screen tools, including global and context menu tools available in AVA. Global tools, available on every page, appear in the top banner. Table 2 lists the tools available in the Global Menu section of the test page.

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom buttons</td>
<td>To enlarge the text and images on a test page, select <strong>Zoom In</strong>. Multiple zoom levels are available. To undo zooming, select <strong>Zoom Out</strong>.</td>
</tr>
<tr>
<td>Tool Name</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------</td>
</tr>
<tr>
<td>Questions drop-down list</td>
<td>To quickly return to a specific question page, click the <strong>Questions</strong> drop-down list.</td>
</tr>
<tr>
<td>Back and Next navigation buttons</td>
<td>The <strong>Back</strong> and <strong>Next</strong> navigation buttons in the upper-left allow movement between test pages.</td>
</tr>
<tr>
<td>Pause button</td>
<td>The <strong>Pause</strong> button pauses the test and logs you out of AVA.</td>
</tr>
<tr>
<td>Finished button</td>
<td>The <strong>Finished</strong> button appears at the end of the assessment. Click this button to end the test review process.</td>
</tr>
</tbody>
</table>
Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause a test, and complete a test review.

Responding to Questions

When viewing a test, you can practice responding to the test questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored or saved after you complete the test review.

Navigating to Questions

You can navigate to questions page-by-page or jump directly to a question’s test page.

- To navigate page-by-page, click the Back or Next buttons at the top of the screen.

- To jump directly to a test page, select the required question number from the Questions drop-down list.

Note: You can only advance forwards or backwards to items you have already answered. This mirrors the test experience a student would have. The same item navigation rules that apply to a student’s online test, also apply in AVA.

Pausing Tests

You may click the pause button at any time; however, pausing the test automatically logs you out of AVA without saving your answers or your place in the test. To view the test again, you must log back in and select the test again.

To pause the test:

1. Click Pause in the global menu. A confirmation message appears.

2. Click Yes to confirm that you want to pause the test.

Test Timeout

The system automatically pauses the test and logs you out of AVA after 30 minutes of inactivity.

Note: Before AVA logs you out, a warning message appears on the screen. If you do not click OK within 30 seconds, you are logged out.
Finishing the Test Review

After viewing all the questions in a test, the Finished button appears in the global menu.

![Figure 10. Finished Button in Global Menu](image)

When you click Finished, a confirmation message appears, giving you two options:

- To complete the test, click Yes.
- To continue reviewing the test, click No.

**Note:** The system is unable to save any tests or responses. Clicking the save button will not save the test or any responses. Once you exit the test, you must log in and begin again.

Reviewing Marked Questions

The **You are finished entering data** page gives you one more opportunity to review questions.

![Figure 11. You are finished entering data page](image)

**To review questions again:**

1. Click the question number you want to review. The test page for that question appears.
   - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.
   - To return to the **You are finished entering data** page, click Finished.

2. **To complete** your review, click Submit Task.

**Note:** If you have marked items for review a will appear next to the question number, reminding you to review these items before submitting your test.
Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are sure you are done reviewing the test. The warning message gives you two options:

- To return to the You are finished entering data page, click No.
- To complete your review of the test, click Yes.

The Finished Reviewing Task page appears when your test review is over.

![Finished Reviewing Task Page](image)

- Click Log Out. The AVA login page appears. If you wish to review another assessment, you must log in again.
Appendix A. User Support

If this document does not answer your questions, please contact the Connecticut Comprehensive Assessment Program Help Desk.

The Help Desk will be open Monday–Friday from 7:00 a.m. to 7:00 p.m. ET during the summative testing window and Monday–Friday from 7:00 a.m. to 4:00 p.m. ET outside of the summative testing window (except holidays).

Connecticut Comprehensive Assessment Program Help Desk

Toll-Free Phone Support: 1-844-202-7583
Email Support: cthelpdesk@air.org

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered.

Include the following information:

• The district and school name;

• The Test Administrator name and IT/network contact person and contact information;

• The test name and question number;

• Any error messages and codes that appeared, if applicable; and

• Operating system and browser version information.
## Appendix B. Change Log

<table>
<thead>
<tr>
<th>Change</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated hyperlinks to additional resources (e.g., <em>System Requirements for Online Testing</em>).</td>
<td>Throughout.</td>
<td>11/7/2017</td>
</tr>
</tbody>
</table>